

October 14, 2005

Dear Tree Planting Contractor:

Enclosed is a copy of the Invitation for Bid for tree planting on private land coordinated by the Department of Forestry in the Region 2 Area of Virginia. This invitation covers approximately 130 tracts for 5811 acres in 20 counties. I encourage you to carefully review the scope and specifications of the invitation. Once again this year the contractor will be responsible for purchasing and delivering VDOF seedlings for the tract to be planted. One change is that the contractor will be required to take a minimum of 10 planting quality plots, record them on the enclosed form (see attachment 7) and turn the information over to DOF field staff.

In order for your bid to be considered, all instructions must be followed. The attached "Summary of Bid Instructions" should assist you in submitting a qualifying bid. You will note that the pre-bid conference is required for contractors who have not previously attended a VDOF Region 2 conference. The conference is optional for contractors that have attended one in the past. The pre-bid conference will be held on November 17th at the Tappahannock office.

Thank you for your attention and interest in this Invitation for Bid. Any questions should be directed to Dave Milby (804-443-2211) or Amy Ricotta (434-977-6555 Charlottesville).

Sincerely,

Dave Milby
Region 2 Assistant Regional Forester

VIRGINIA DEPARTMENT OF FORESTRY
2005-2006 Region 2 - Tree Planting Contract
IFB #411: A600042

Summary of Bid Instructions

1. Page 1. Complete Contractor Information (Name, Address, Signature, FIN).
2. Page 11 List three references.
3. Page 21 Attachment 6: Contact Dwight Stallard at VDOF Nursery for seedling pricing and purchase information
3. Page 14 Enter bid per acre under each of the tree spacing and seedling categories (there should be four entries).
4. Page 18 Attachment 3 Contract: Sign
5. Page 14 Enclose the entire Invitation for Bid Document into an envelope and seal it. Label this envelope: "Seal bid for the tree planting on commercial forestland in the Commonwealth of Virginia to be opened only at the Department of Forestry Office, Charlottesville on December 1 at 2:00 p.m."
6. Page 14 Enclose the first envelope in an outer envelope and mail or deliver it to:

Department of Forestry
Fontaine Research Park
900 Natural Resources Drive
Charlottesville, VA 22903-0758

All of the above must reach the Charlottesville Office before 2:00 p.m. on December 1, 2005.